

**DEPUTY FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **DEPUTY FIRE CHIEF** to be administered in **ASCENSION FPD NO. 3** on **AUGUST 26, 2009**, will consist of approximately **108** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE ADMINISTRATION Knowledge of the principles of effective fire administration, involving management theory and organizational behavior; researching, planning, organizing, directing, and evaluating departmental operations; personnel management; public relations; and managing equipment and supplies.	35.2%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, and control, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	7.4%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	25.0%
FIREGROUND COMMAND Knowledge of fireground command procedures sufficient to direct emergency scene operations, to train, and to supervise subordinate employees at the scene of an emergency; performing size-up; directing rescue, salvage, overhaul, and emergency medical services; overseeing safety procedures; handling hazardous materials; and maintaining fireground communications.	25.0%
FIRE PREVENTION AND INSPECTIONS Knowledge of fire prevention procedures sufficient to direct fire inspections, and perform the duties related to pre-fire planning.	7.4%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.

Fire Service Orientation and Terminology, 4th ed., 2004.

Fireground Support Operations, 1st ed., 2002.

Fire Inspection and Code Enforcement, 6th ed., 1998.

Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

Chief Officer, 2nd ed., 2004.

Fire and Emergency Services Company Officer, 4th ed., 2007.

Fire and Emergency Services Instructor, 7th ed., 2006.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

OTHER RECOMMENDED PUBLICATIONS:

BUSINESS COMMUNICATION, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

MANAGING FIRE AND RESCUE SERVICES, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.

NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length

of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.